



JOB AID

This job aid is designed to: provide additional information about topics and fields found in eBuy; explain processes and functionality in greater detail; and offer navigation and tips to improve your user experience.

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Introduction to GSA eBuy

GSA eBuy, a component of GSA Advantage, is an online Request for Quotation (RFQ) tool designed to facilitate the request for submission of quotations for a wide range of commercial supplies (products) and services.

The following acquisition solutions are available in eBuy:

- [GSA and VA Multiple Award Schedules](#) – also referred to as Federal Supply Schedules
- Technology contracts
 - [Governmentwide Acquisition Contracts \(GWACs\)](#) – innovative, cost effective solutions for information technology (IT) requirements.
 - [Network Services and Telecommunications contracts](#) – solutions for your agency's communications infrastructure and network needs.
- [Blanket Purchase Agreements](#) – GSA has developed several MAS BPAs that leverage the government's buying power and achieve significant cost savings through the aggregating of federal demand.
- [Federal Strategic Sourcing Initiative contracts](#) - Strategic sourcing is the structured and collaborative process of critically analyzing an organization's spending patterns to better leverage its purchasing power, reduce costs, and improve overall performance.

For federal, state, and local government agencies (buyers), eBuy maximizes their buying power. By leveraging the power of the Internet, eBuy increases contractor participation to obtain quotations that result in best value purchase decisions. Buyers can also use eBuy to request information and find sources to fulfill their requirements.

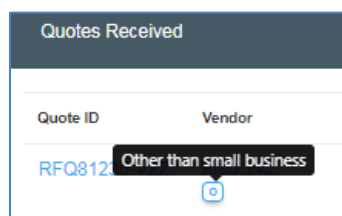
Federal government agencies have full access to post RFQs for supplies and services under all acquisition solutions on eBuy.

State and local government entities are limited to posting RFQs under the authority of the [Cooperative Purchasing Program](#) and the [Disaster Recovery Purchasing Program](#).


Navigation & Tips

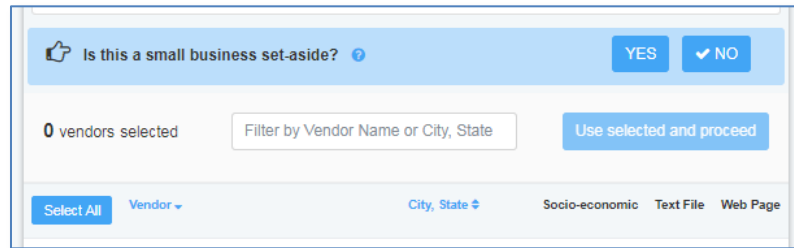
Mouse over info

Many elements/fields you will see in eBuy will activate additional information on the screen when the mouse pointer is moved or “hovered” over a designated area.



Sorting Data in Lists

Most of the data lists displayed in eBuy can be easily sorted. To determine which fields a list can be sorted by, look in the column headers for the sort order arrows  next to the column title. In the example demonstrated below from the 'Step 2. Vendor Selection' page, the vendor listing can be sorted by 'Vendor' and 'City/State'.



The screenshot shows a web interface for vendor selection. At the top, there is a question "Is this a small business set-aside?" with "YES" and "NO" buttons. Below this, it says "0 vendors selected" and has a search box "Filter by Vendor Name or City, State" with a "Use selected and proceed" button. At the bottom, there is a table header with columns: "Select All", "Vendor", "City, State", "Socio-economic", "Text File", and "Web Page". The "Vendor" and "City, State" columns have sort arrows next to them.

Filtering Data

Throughout eBuy, you will notice that the left column typically provides filters to help you narrow data or lists of data. These filters are especially useful when the page contains a large amount of data and you are only interested in only specific information or results. Many of the filters contain a number in a grey circle to the right of the filter which indicates how many items in the listing are applicable to that field.

Accessing GSA eBuy

GSA eBuy is a component of and shares account information with GSA Advantage. In order to access GSA eBuy, Buyers are required to register on GSA Advantage. You will use the same User ID and Password on GSA eBuy and GSA Advantage.

To access the GSA eBuy Buyer website:

1. Go to <http://www.ebuy.gsa.gov>
2. At the top of this page you will see "Sign in as a **Buyer**", click Buyer to display the Sign In.
3. Enter your official **email address** and Password in the boxes provided and Click **Sign in**.
4. You will be prompted to request and enter the verification code.
5. GSA Advantage will send you an email with the single use verification code.
6. Enter the **verification code** from the email. Please note that your verification code is only valid for 10 minutes.

Buyer homepage

The Buyer homepage is the first page you will encounter after logging into eBuy. From this central hub, you have quick access to your RFQs, the ability to begin preparing a new RFQ, view messages pertaining to your RFQs, and view eBuy related news articles.

Top Navigation Menu

The top navigation menu is available throughout the GSA eBuy website. This feature is the main feature to access the different areas of eBuy.



RFQ Finder - the RFQ Finder feature serves two purposes in eBuy:

1. Provides a quick way for you to open an RFQ you have created.
2. Provides the ability to retrieve an RFQ that has been forwarded to you from another eBuy user. You will be asked to provide a password when retrieving an RFQ you did not create. Once the password is accepted, you will have full access to manage this RFQ.

Prepare an RFQ - beginning a new RFQ can be started at any point in eBuy. Clicking this link will direct you to the “Step 1 – Search” page to begin the RFQ creation process.

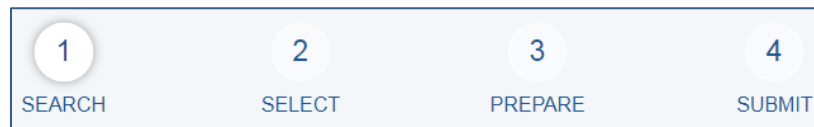
My RFQs – provides quick access to all ‘Active’ and ‘Archived’ RFQs.

Messages – this feature provides alerts of recent activity concerning your RFQs.

Profile – provides a snapshot of your GSA Advantage/eBuy account information. If any information needs updating, links are provided to the GSA Advantage member Information page where changes can be made.


Progress Tracker

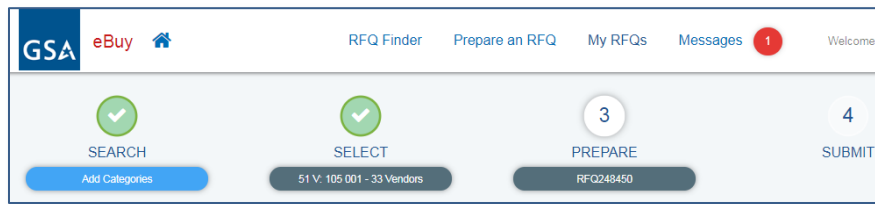
When preparing a new RFQ in eBuy, a progress tracker bar will be displayed at the top of the page. Our easy step-by-step progress tracker will guide you through the steps of preparing your RFQ.



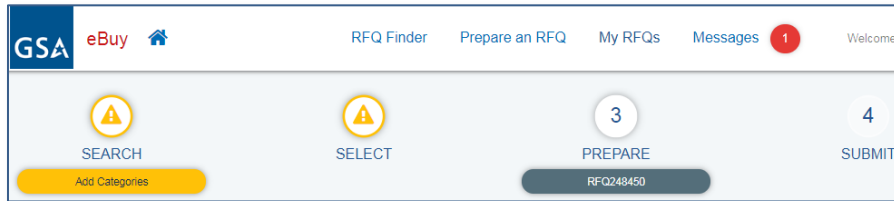
The 4 required steps that must be completed to post an RFQ on eBuy are:

1. **Search** – find the solution to post your requirements.
2. **Select** – select vendors to notify.
3. **Prepare** – provide the necessary information about your requirements.
4. **Submit** – review and submit your RFQ.

The tracker provides easy recognition of what step you are on, what steps have been completed, and what steps remain. Once a step has been completed, a green checkmark  will appear over the step number.

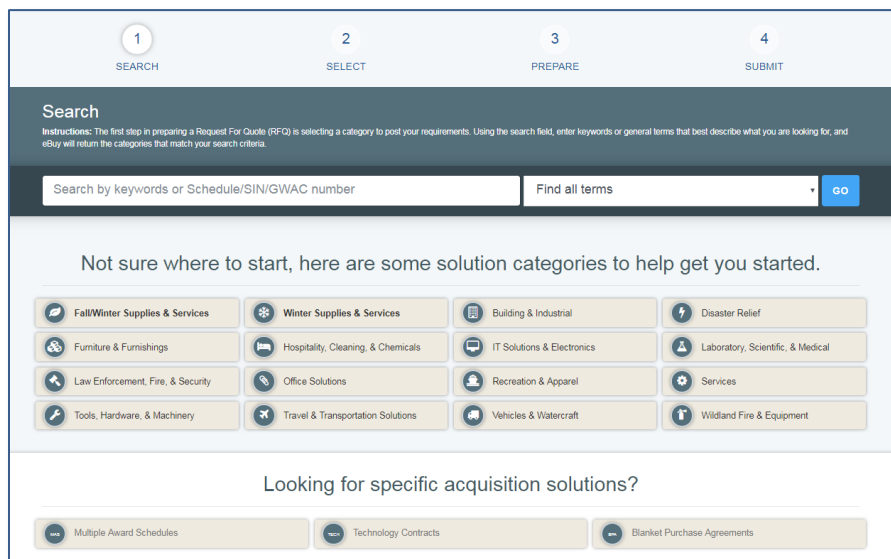


If a yellow warning sign ⚠ appears over the step number, this is an indication that this required step is incomplete and needs action before you can post the RFQ in eBuy.



Search – Step 1

The first step in preparing a Request For Quote (RFQ) is to search for a solution to post your requirements. The *Search* page provides three approaches or tools to assist in finding the right solution for your business needs: 1) Keyword Search, 2) Solution Guide, and 3) Acquisition Solution.



Keyword Search

A search of available solutions can be conducted by entering keywords, which are matched against the numbers, titles, and descriptions of solutions.

eBuy provides three search options:

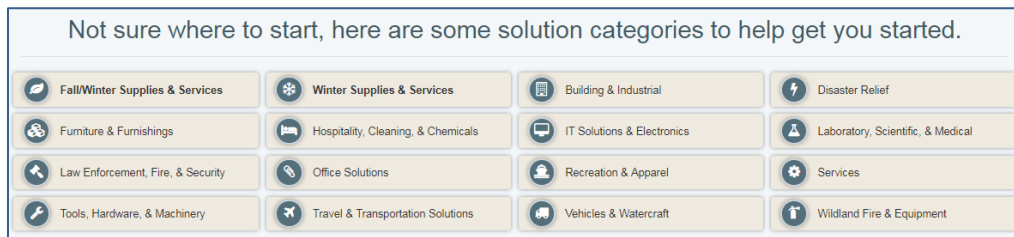
1. **Find all terms** – returns matches that include all of the specified keywords.
2. **Find any of these words** – returns matches that include one or more of the specified keywords.
3. **Find exact phrase** – returns matches in the exact order and spelling of the specified keywords.

Helpful information/tips on searching in eBuy:

- **Less is more** - starting with fewer keywords may return a larger number of matches, but this will help determine if additional keywords are needed to narrow the solution scope. Use too many words and you may not find what you were looking for.
- **Think on a higher level** - while every effort is done to give acquisition solutions informative titles and descriptions, it is impossible to list every specific product or service available under the solution. Think of the solutions as the yellow pages. For example, consider about entering 'sporting goods' instead of 'hockey stick', or "Auto Repair" instead of "Ball Joint".
- ALL keywords entered must be found in the same solution to be considered a match.
- Search is NOT case sensitive.
- Basic stemming rules are used; i.e. variations of the word 'sample' (samples, sampling) would yield the same results.
- eBuy does not allow Boolean operators such as AND or NOT.
- eBuy finds what you tell it to find!

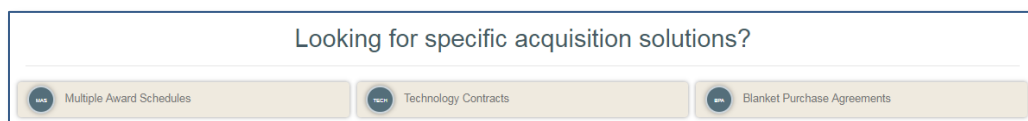
Solution Guide

The solution guide provides the ability for you to explore or “drill down” through the solutions offered in eBuy.



Acquisition Solutions

Another method for discovering solutions available in eBuy is by viewing a listing of available solutions arranged by acquisition programs. eBuy currently provides a master list of all solutions available under Multiple Award Schedules, Technology Contracts, and Blanket Purchase Agreements.



Multiple Award Schedules – Multiple Award Schedules (MAS) (also referred to as GSA Schedules or Federal Supply Schedules) are long-term Governmentwide contracts with commercial firms providing Federal and state & local government buyer’s access to millions of commercial products and services at discount pricing.

Technology Contracts – GSA technology contracts cover the whole spectrum of IT solutions – from network services and information assurance, to telecommunications and purchase of hardware. This section provides the following:

- **IT Schedule 70**
- **Governmentwide Acquisition Contracts (GWACs)** – task order or delivery order contracts for information technology.
- **Network Services and Telecommunications** – cost effective solutions for your agency’s communications infrastructure and network needs.

Blanket Purchase Agreements - GSA has developed several MAS BPAs that leverage the government's buying power and achieve significant cost savings through the aggregating of federal demand

Search Results – Step 1 cont.

If a keyword search was conducted, eBuy will display the matching solutions on the *Search Results* page.

The screenshot shows the eBuy Search Results page. At the top, there are four numbered steps: 1 SEARCH, 2 SELECT, 3 PREPARE, and 4 SUBMIT. Below this, the 'Search Results' section has instructions: 'Instructions: The following categories contain matches for the keywords entered. Select a "Category" that best meets the criteria of your requirements. If you are unsure which category to choose, you will be able to "add" more categories during Prepare RFQ.' A search bar contains the keyword 'marketing', and a 'Find all terms' dropdown is set to 'Find all terms'. A 'GO' button and a 'Clear Search' link are also present. The results are divided into two columns. The left column, 'Jump To Source', lists several categories with links: '00CORP - The Professional Services Sc...', '23 V - AUTOMOTIVE SUPERSTORE...', '48 - TRANSPORTATION, DELIVERY AND...', '76 - PUBLICATION MEDIA...', '599 - TRAVEL SERVICES SOLUTIONS...', 'OASIS - One Acquisition Solution for...', and 'OASIS SB - One Acquisition Solution for...'. The right column, 'Source' listing, shows '00CORP - The Professional Services Schedule (PSS)' with '13 categories available'. It includes a 'Source Description' and 'Available Subcategories'. Two subcategories are listed: '520 2 Transaction Specialist' and '541 1 Advertising Services', each with a 'Selected' button and a 'show more' link.

The search results page is divided into two columns: ‘Jump To Source’, and ‘Source’ listing.

- **Jump To Source** – this column provides the ability to quickly “jump” or navigate to a solution in the listing.
- **Source listing** – this column displays the matching solutions and categories. The results are sorted first by the category number (i.e. 00CORP, 76, OASIS, etc.), and then by the subcategory number (520 2, OASIS POOL1, etc.).

Select a Vendor – Step 2

After selecting the solution, the second step in preparing an RFQ, is selecting the vendors you would like to invite to quote on your RFQ. This page is divided in two main columns: a filter column (left side), and a vendor listing (right side). For most solutions on eBuy, you are allowed to select/invite as many vendors as you wish, however, it is recommended

that you select at least three (3) vendors in order to satisfy FAR requirements. Please note that there are solutions in eBuy that have more specific rules regarding notifying vendors, like mandatory notification of all vendors. If you select one of these solutions, eBuy will automatically alert and guide you through this process.

Socio-economic

By law, Federal agencies must seek to contract with small business and to reach small business statutory goals whenever possible. The Socio-economic Designations filter box on the left side of the page provides an easy way to filter the listing of vendors by a particular indicator. For more information about socio-economic utilization, visit <http://www.gsa.gov/schedulesandsbgoals>.

Socio-Economic Indicators signify the business size and business status of the contractor. The indicators represent the socio-economic status of a vendor at the time of contract award. Here is a list of socio-economic indicators you may see in eBuy:

Code	Definition
s	Small business
o	Other than small business
w	Woman Owned business
wo	Women Owned Small business (WOSB)
ew	Economically Disadvantaged Women Owned Small business (EDWOSB)
v	Veteran Owned Small business
dv	Service Disabled Veteran Owned Small business
d	SBA Certified Small Disadvantaged business
8a	SBA Certified 8(a) Firm
h	SBA Certified HUBZone Firm

Sub-categories

Some solutions in eBuy have “sub-categories” (i.e. 75/75 200). These sub-categories are listed in the solicitations of the solution, but were created to help buyers identify vendors that offer specific products/services. If sub-categories are available for a solution, a sub-category filter box will appear below the socio-economic filter box. Please note that the vendors assign their contracts to the sub-categories, GSA does not manage this.

Small Business set-aside

eBuy provides the ability to flag an RFQ as a ‘set-aside’ order. For every RFQ, you will be asked the question, “Is this a small business set-aside? YES or NO”. eBuy will default this question to “NO”. By selecting “Yes”, eBuy will display the eligible set-asides for you to choose. Once a set-aside is selected, your RFQ will be flagged as a ‘set-aside’, and only vendors carrying that indicator will be able to view and quote of your RFQ.

In accordance with [FAR 8.405\(a\)](#), the buying contracting officer, at their discretion, may set aside orders and BPAs for small business and the following small business subcategories:

- Small Business
- SBA Certified 8(a) firm
- SBA Certified HUBZone firm
- Service-disabled veteran-owned small business (SDVOBS)
- Economically disadvantaged women-owned small business (EDWOSB)
- Women-owned small business (WOSB)

Here are some helpful resources for acquisition planning:



- [GSA Schedules and the Utilization of Small Business](#) [PDF - 634 KB] - Detailed presentation on current regulation and available flexibility
- [Process Map](#) [PDF - 182 KB] - step-by-step approach for utilizing small business under MAS
- [Sample Request-For-Quote Language](#) [PDF - 47 KB] - making small business the primary evaluation factor
- [Small Business Set Aside Frequently-Asked-Questions](#)

Vendor Listing

The vendor listing is a current list of vendors under contract in the selected solution. Please note that some vendors listed in GSA eLibrary may *not* be available in eBuy because they do not have an approved GSA Advantage pricelist (a requirement to participate in eBuy). The vendor listing is sorted alphabetically by vendor name.

Select All	Vendor ▾	City, State ↕	Socio-economic	Text File	Web Page
<input type="checkbox"/>	ABC TOOL COMPANY INC	SAN DIEGO, CA	S		
<input type="checkbox"/>	HARDWARE & TOOLS COMPANY	BALDWIN PARK, CA	S		
<input type="checkbox"/>	PARTS PARTS PARTS	PARMA, OH	O		
<input type="checkbox"/>	READY TOOLS CO	PHOENIX, AZ	S W		
<input type="checkbox"/>	XYZ WOODWORKING	INDIANAPOLIS, IN	S		

Vendor listing fields:

- **Vendor** - This is the company name as recorded on the vendor's contract. If a company includes a Doing Business As (DBA) name, this name will also appear with the company name. More information about the vendor can be viewed by clicking on the vendor's name. eBuy will display a *Vendor Details* box that includes additional important information about the vendor. Note - this data is pulled nightly from GSA's contract management system.
- **City, State** – represents the headquarters location of the business as recorded on the vendors contract. If the business headquarters is outside the US, the country name is also displayed in the column.
- **Socio-economic codes** – denotes the socio-economic indicators associated with the vendor at the time of contract award.
- **Text File** – if a document icon  is displayed, the vendor has provided a document for GSA Advantage, and usually contains contract terms and conditions, price lists, and any additional information about their business.
- **Web Page** – the world icon  indicates that a link to the vendor's web page is available. This link can assist in finding out more information about the vendor.

Prepare RFQ – Step 3

Following the selection of vendors, the third step in preparing an RFQ is providing the information necessary for a vendor to submit a quote. The Prepare RFQ page is divided into several sections: Categories, RFQ Info, Delivery, Attachments, Line Items, and Shipping Address.

Save Draft

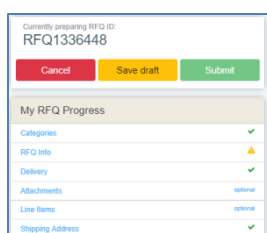
While on the *Prepare RFQ* page, you have the ability to save the RFQ to 'draft' at any point by clicking the "Save Draft" button. All information, including any documents you uploaded to the RFQ, will also be saved with the RFQ. Once an RFQ is saved, it is safe to exit out of eBuy and log in at a later time and pick up right where you left off. To access a 'draft' RFQ, go to *My RFQs*.

Cancel

At any point on the *Prepare RFQ* page, you have the ability to cancel the RFQ by clicking the "Cancel" button.

My RFQ Progress

The My RFQ Progress section is designed to keep you informed about the status of the completing the mandatory fields on the *Prepare RFQ* page, and what sections have or haven't been completed and need attention. In order to post your RFQ, all of the mandatory fields must be completed.



Currently preparing RFQ ID:
RFQ1336448

Cancel Save draft Submit

My RFQ Progress

Categories	✓
RFQ Info	⚠
Delivery	✓
Attachments	optional
Line Items	optional
Shipping Address	✓



- a green check signifies a section where all of the mandatory fields have been completed.




- a yellow warning signifies that a section needs attention and a mandatory field must be completed.

optional – 'Attachments' and 'Line Items' sections are *optional* and not required in order to submit the RFQ. You may use these sections at your discretion.

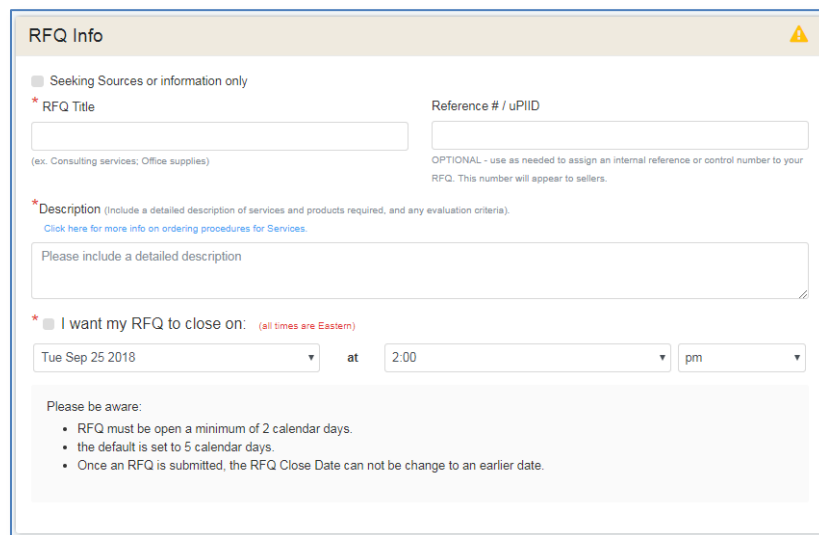
Selected Categories

This section identifies the solution/category you have selected to post the RFQ.

- The number of vendors you selected to notify of your RFQ is displayed. Clicking the “# vendors selected” link will display a detailed list of the vendors selected.
- A category may be removed by clicking the red  remove icon.
- eBay provides the ability to add additional categories to an RFQ. Including an additional category is useful when unsure of the exact solution/category to select, or you want to notify additional vendors under a different solution of your RFQ.

RFQ Info

Within the RFQ Info section, you will describe your requirements and select when you want your RFQ to close.



The screenshot shows the 'RFQ Info' form with a yellow warning icon in the top right corner. The form includes a checkbox for 'Seeking Sources or information only'. Below this are two text input fields: 'RFQ Title' (with a placeholder example 'ex. Consulting services; Office supplies') and 'Reference # / uPIID' (with a placeholder note: 'OPTIONAL - use as needed to assign an internal reference or control number to your RFQ. This number will appear to sellers.'). A 'Description' section follows, with a link to 'Click here for more info on ordering procedures for Services.' and a text area for the description. At the bottom, there is a section for 'I want my RFQ to close on:' with a date dropdown (set to 'Tue Sep 25 2018'), a time dropdown (set to '2:00'), and a time zone dropdown (set to 'pm'). A 'Please be aware:' section contains three bullet points: 'RFQ must be open a minimum of 2 calendar days.', 'the default is set to 5 calendar days.', and 'Once an RFQ is submitted, the RFQ Close Date can not be change to an earlier date.'

RFQ Info fields:

- **Seeking Sources or information only** – also referred to as Request for Information (RFI) - by checking this box, you are informing the vendors that your RFQ is for information only or for doing market research. Please note that vendors are instructed that they do not need to quote of RFQs that are seeking sources.

Seeking sources or RFIs are a helpful market research tool that can help answer many questions:

- Are my requirements clear?
 - Which categories or solutions best meet my needs?
 - Are there vendors that can perform my requirement?
 - Are there vendors interested in performing my requirement?
-
- **RFQ Title** – (**mandatory**) -this is the official label or title for your RFQ. It is important to provide a clear title as this is a key identifier to the vendors on what your RFQ is about.
 - **Reference #/uPIID** – (optional) – eBay provides this field as a means for buyers to identify any internal reference or control number with your RFQ. This number will appear to sellers as part of the RFQ.

- **Description - (mandatory)** – provide a detailed description of the services and/or products required. It is also suggested that you provide any evaluation criteria that will be used.
- **I want my RFQ to close on - (mandatory)** – this field designates the date and time that the RFQ will close in eBuy.

Things to be aware of regarding RFQ close date:

- RFQs must be open a minimum of 2 calendar days
- By default, eBuy will automatically select a close date of 5 days. You can select another date down to 2 days or to a later date up to 60 days later.
- Once the RFQ is submitted, the RFQ Close Date *cannot be modified to close earlier*.

Set-aside RFQs

If an RFQ is designated as a “set-aside” during the Vendor Selection (Step 2), eBuy will automatically display additional information under the RFQ Info section to denote what was selected.

Important information about set-asides: When an RFQ has been flagged as a set-aside, only those vendors recorded with the selected set-aside can view or submit quotes to the RFQ.

RFQ Info

This RFQ is a **Women Owned Small business (WOSB) set-aside**

☐ Seeking Sources or information only

* **RFQ Title**

(ex. Consulting services; Office supplies)

Reference # / uPIID

OPTIONAL - use as needed to assign an internal reference or control number to your RFQ. This number will appear to sellers.

* **Description** (Include a detailed description of services and products required, and any evaluation criteria).
[Click here for more info on ordering procedures for Services.](#)

Please include a detailed description

Attention - The following will be automatically added to your RFQ description:
 This is a notice that this order/BPA is a total set aside for Women Owned Small business (WOSB). Only quotes submitted by Women Owned Small business (WOSB) will be accepted by the Government. Any quote that is submitted by a contractor that is not Women Owned Small business (WOSB) will not be considered for award.

* **I want my RFQ to close on:** (all times are Eastern)

Delivery

The Delivery section provides the vendors with details regarding delivery expectations or the expected service performance. Delivery is a **mandatory** field.

Delivery

* Please select one of the following options.

☐ Deliver days After Receipt of Order (ARO)

Services Only:

☐ Date of Award to Date of Completion

☐ Period of performance: through

Delivery options:

- **Delivery days After Receipt of Order (ARO)** – the expected delivery to the destination within the number of calendar days identified.
- **Date of Award to Date of Completion** – (services only) – identifies that the RFQ is intended to be awarded until the completion of the service.
- **Period of Performance** – (services only) – identifies that period of time that is expected for the service to be rendered.

Attach Documents

On many RFQs, just adding text to the description field does not provide enough information to the vendors for them to provide an accurate quote. eBay provides the ability to attach informative documents with the RFQ.

How to attach documents

- **Drag and Drop** - documents can be dragged and dropped into the grey box area.
- **Select** – clicking on grey box area will open your computers file manager providing the ability to find and select documents to upload.

Additional information about attachments:

- **Attached documents File List** – selected documents will *automatically* begin uploading to eBay. A progress bar is used to display the progress of the file upload process. Note, before submitting your RFQ, please verify that all your attachments have been uploaded successfully.

- **Documents that can be attached:** statement of work, drawing or diagram, spreadsheet, etc.
- **Document size:** *each* attachment must be less than **20MB** in size.

Line Items

If specific products are being requested on the RFQ, space is provided in the optional Line Items section to enter product details.

Mfr. Part/Item #	Manufacturer	Product/Service Name	Qty	Unit	Ship Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1

[Change](#) [Add Line Item](#)

Line Item fields:

- **Mfr. Part/Item # (mandatory)** - provide the official part number assigned by the manufacturer of the product.
- **Manufacturer** – the company that makes the product.
- **Product/Service name** – the name that best describes the product.
- **Qty (mandatory)** – the total amount of the product needed.
- **Unit (mandatory)** – the code indicating the physical measurement, the count, the container, or shape of a product.
- **Ship Address** – the number shown in this column corresponds to the intended destination for this product as listed in the *Shipping Address* section. Shipping address may be changed for each line item in eBuy.

Shipping Address

The shipping address displayed is automatically populated by eBuy from your default shipping address listed under your GSA Advantage/eBuy account. For a service related RFQ, this address represents where the work will be performed.

Shipping Address

1 Default Address: address_1

Address
GSA
2100 CRYSTAL DR
ARLINGTON, VA 22202

[Change Default Address](#)

Individual Receiving Shipment

NAME Rich

PHONE 1234567890

EMAIL test@gsa.gov

Changing the default shipping address

eBuy provides the ability to easily change the shipping address. Clicking the “Change Default Address” button will open your Address Book and display a complete list of saved address from your GSA Advantage/eBuy account.

My RFQs

The *My RFQs* feature in eBuy provides a central location for accessing and managing your RFQs. This page is divided in two main columns: a filter column (left side), and an RFQ listing (right side).

My RFQs

Instructions: Listed below are your active RFQs. To review specific RFQ activity, click on the "RFQ ID".
Note: Click on the column header to sort.

RFQ Type

- ☒ Active RFQs (3)
- ☐ Archived RFQs (105)

RFQ Status

- ☐ Open (1)
- ☐ Closed (1)
- ☐ Saved to draft (1)

RFQ List (Displaying 3 RFQs)

Filter by RFQ# or Title

RFQ ID	RFQ Title	Close Date	Responses Received	Status
RFQ246159	copier paper	03/26/2018 12:00:00 AM EDT	0	DRAFT Active
RFQ247782	1909a Sprint DEMO RFQ - DO NOT CHANGE	09/10/2018 10:25:00 PM EDT	2	CLOSED Active
RFQ246005	Supply Cabinet	10/01/2018 09:00:00 PM EDT	0	OPEN Active

RFQ Type

The RFQ Type filter provides the ability to easily view your “Active” or “Archived” RFQs.

Active RFQs - Active RFQs can be defined as a state for RFQs that are currently in progress and still being worked. An “active” RFQ can have the status of Open, Draft, Closed, or Cancelled (if manually moved to Active).

Archived RFQs - Archived RFQs can be defined as a state for RFQs that have been completed. An RFQ can be manually moved to an “archived” state at any time once the RFQ has closed. In addition, when an RFQ is cancelled, eBuy will *automatically* move the RFQ to the “Archived” state. Archived RFQs may be moved to an “Active” state at any time.

RFQ Status

The RFQ Status filter provides a simple way of filtering RFQs by their status.

RFQ Status definitions:

- **Open** – this is the status for RFQs that have been submitted and the RFQ close date has not yet been reached. Please note that vendors only have the ability to submit quotes while the RFQ is in an ‘open’ status.

- **Closed** – the RFQ Close date has elapsed. Vendors are no longer able to submit quotes.
- **Cancelled** – the RFQ was cancelled by you.
- **Draft** – denotes an RFQ that has been saved in draft and not yet submitted.

RFQ Listing

The RFQ List displays an inventory of the RFQs you have created. This listing can be displayed in two different states: an Active state and an Archived state. The default view of the *MY RFQs* page is the Active state RFQs. Switching between the RFQ states of active and archived is easily done by selecting the appropriate RFQ Type filter.

RFQ List				
Displaying 7 RFQs				
Filter by RFQ# or Title				
RFQ ID ↕	RFQ Title ↕	Close Date ↕	Responses Received	Status ↕
RFQ248122	Power Tools and hardware	10/18/2018 10:00:00 AM EDT	0	DRAFT ✓ Active
RFQ248169	Office Supplies	10/26/2018 10:00:00 AM EDT	2	CLOSED ✓ Active
RFQ248107	Conference Room Design and Installation	11/01/2018 09:00:00 AM EDT	3	CLOSED ✓ Active
RFQ248338	testing attach errors	11/10/2018 02:00:00 PM EST	0	DRAFT ✓ Active
RFQ248450	tool cabinet	11/10/2018 02:00:00 PM EST	0	OPEN ✓ Active
RFQ248350 Seeking Sources Women Owned Small Business (WOSB) set-aside	office supply	11/11/2018 09:00:00 AM EST	0	OPEN ✓ Active
RFQ248495		11/14/2018 05:00:00 PM EST	0	DRAFT ✓ Active

Sorting the RFQ List – the RFQs are sorted by default by the “Close Date”, displaying the RFQ closing the soonest at the top of the listing. The following headers can be used to resort the listing: RFQ ID, RFQ Title, Close Date, and Status.

RFQ List fields

- **RFQ ID** – this is the unique identifier assigned to each RFQ. Clicking RFQ ID will forward you to the *RFQ Details* page.
- **RFQ Title** – the title you entered when preparing the RFQ.
- **Close Date** – this is the date and time that you selected to officially close your RFQ in eBuy.
- **Responses Received** – indicates the number of vendor quotes you have received on the RFQ.
- **Status** – identifies the current status of the RFQ and whether the RFQ is active or archived.

RFQ Details

The *RFQ Details* page provides a complete picture of the information and actions taken on an RFQ, including a list of all quotes received from vendors.

RFQ ID: RFQ247961 ✔ Active

Instructions: Quotes may be reviewed prior to the closing date, but no award can be made until the RFQ close date has passed. Please evaluate and respond to each quote so that vendors are notified of the outcome.

RFQ Title: Tool Cabinet supplies

Description: filling up cabinet

Reference # / uPIID: 51 V: 105 001 - 3 Vendors

RFQ Status: OPEN

RFQ Issue Date: 10/01/2018 02:19 PM EDT

RFQ Close Date: 10/03/2018 06:00 PM EDT

Delivery: 12 days After Receipt of Order (ARO)

Attachments: alpha text.docx

Line Items:

Mfr. Part/Item #	Manufacturer	Product/Service Name	Qty.	Unit	Ship Address
HAMM-1		Claw Hammer	100	EA	1

Shipping Addresses:

#	Address	In-Country Freight Address	Individual Receiving Shipment
1	GSA 2100 CRYSTAL DR ARLINGTON, VA 22202		Rich Carlson 1234567890 test@gsa.gov

Depending on the RFQ status (Open or Closed), you have access to several actions/functions on the *RFQ Details* page:

- **Open RFQs** – functionality available to “Open” RFQs includes: Forward, Send Q&As, Modify, and Cancel
- **Closed RFQs** – functionality available to “Closed” RFQs includes: Forward, Send No Award Notification, Re-Issue, and Archive.
- **Cancelled RFQs** – functionality available to “Cancelled” RFQs includes: Forward, Re-Issue, and Move to Active.
- **Draft RFQs** - functionality available to “Draft” RFQs includes: Forward, Continue preparing, Cancel, Archive.

Forward

The Forward RFQ function provides the ability for you to give a co-worker the ability to review and perform *all* editing functions (i.e. Modify RFQ, Award quotes, etc.) on the RFQ.

Important rules to be aware of when forwarding an RFQ:

- The recipient must be registered as a user of eBuy in order to access the RFQ.
- All recipients will have *full access* to the RFQ, able to perform all actions relating to processing the RFQ.
- Forwarding the RFQ does not relinquish your ability to review and award the RFQ.
- There is no way to withdraw the recipients access to the RFQ – please only forward to people you trust.
- Do not use the forward RFQ function to send the RFQ to vendors.

Send Q&A's

If you need to answer questions that should be shared with all vendors, eBuy provides the ability to post a "Q&A" document. The Q&A function works similar and follows the same rules as attaching a document to your RFQ. Once a Q&A document is sent, you can access your Q&A documents via a link below the "Selected Categories & Vendors".

Send Q & As

Instructions: This function allows you to post a document containing answers to vendor questions or additional information. The document will be attached to your RFQ allowing ALL vendors to view it. Vendors who have already submitted a quote or who you selected will receive an emailed notice that a Q&A document has been posted. If you are changing your requirement in any way, please do an RFQ modification rather than a Q&A document. Documents must be less than 5MB and the file name should not exceed more than 200 characters in length (recommend using less than 200 characters file name and path combined).

Click Or Drop Files To Upload.

File list

Cancel

Send Now

Questions and Answers

RFQ ID:
RFQ247961

The following Q&A document(s) are attached to this RFQ.

No.	Attachments	Added
Q&A3	Test doc 4.docx	10/01/2018 03:23 PM EDT
Q&A2	Test doc 3.docx	10/01/2018 03:18 PM EDT
Q&A1	Test doc 2.docx	10/01/2018 03:13 PM EDT

Helpful details about Q&A's:

- eBuy will send notification of the Q&A's to all vendors who have already submitted a quote, and to all of the vendors selected during the RFQ creation process.
- Multiple Q&A's may be submitted.
- Q&A's may be submitted up till the RFQ close date.

Modify RFQ

The Modify RFQ feature provides the ability to amend or include additional information to the RFQ.

Modify RFQ

Instructions: Please update the RFQ to reflect the changes you described in the Modify RFQ Description.

Reminder: In order to satisfy FAR requirements, you should request quotes from at least three (3) vendors for orders exceeding the micro-purchase threshold (FAR 8.405-1). Attach justification/documentation if restricting consideration to limited sources or limiting to an item peculiar to one manufacturer (i.e. brand name), as required by paragraphs (a) or (b) of (FAR 8.405-6).

Currently modifying:
RFQ ID: RFQ248450

Cancel Changes

Review & Submit Changes

Modification #1

* Modify RFQ Description (Describe changes or purpose of modification).

Please enter purpose of modification

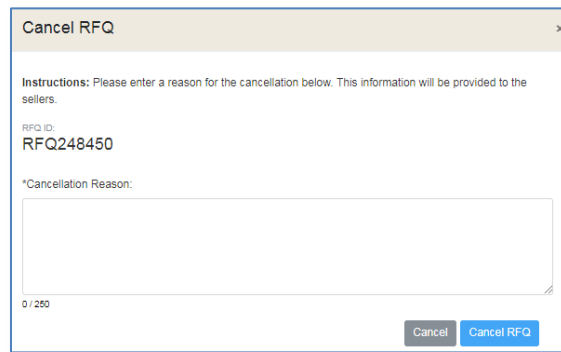
Helpful information about submitted RFQ Mods:

- It is mandatory to include a description of why you are doing the modification.
- You must acknowledge/revalidate your RFQ close date before you can submit the changes.
- You may only add new categories to the RFQ; you cannot remove an existing category from the RFQ.

- Only RFQs with an “Open” status can be modified.
- Once an RFQ has been flagged as a set-aside RFQ, you cannot remove this feature from the RFQ.

Cancel RFQ

eBuy provides the ability to cancel an RFQ that has an RFQ Status of “Open”. When a cancel action is initiated, eBuy will prompt you to provide a cancellation reason.



Helpful information about cancellations:

- It is *mandatory* to provide an explanation or reason for the cancellation of the RFQ.
- The cancellation reason will be forwarded to all vendors who have submitted a quote, and to all vendors that were selected when preparing the RFQ.

Re-Issue

If an RFQ has a RFQ Status of “Closed”, the RFQ may be re-issued. Re-Issue provides the ability to submit the RFQ again.

There are several scenarios where re-issuing an RFQ could be helpful:







- When an RFQ was cancelled for some reason
- When an RFQ does not receive any quotes
- When an RFQ did not provide enough information for vendors to quote properly

When an RFQ is “re-issued”, all information is transferred to the new RFQ, including attached documents, except for the following:

- RFQ # - a new RFQ number will be generated for the re-issued RFQ.
- RFQ Close Date – a new RFQ Close date will need to be established.
- Selected vendors – the solutions/categories selected on the previous RFQ will move to the new RFQ, however, you will need to re-select the vendors you want to notify of your RFQ.

Quotes Received

When quotes are received from vendors, the *RFQ Details* page lists and provides quick access to each quote.

Quotes Received									
4 quotes received									
Quote ID	Vendor	Date Recvd	Total Quote	Quote Status	Vendor Notified	Quote Expiration	PO	Vendor Attachments	Buyer Notes
RFQ246836-VCO	ABC OFFICE INC. 	05/17/2018 9:56 AM EDT	\$0.00	Pending Response		07/19/2018 9:00 AM EDT	n/a	Attest document.docx	
RFQ246836-QBZ	STORES WITH PAPER 	05/17/2018 9:46 AM EDT		No Quote View reason		n/a	n/a		
RFQ246836-CUA	EVERDAY SUPPLIES 	05/17/2018 9:35 AM EDT	\$31,094.42	Pending Response		07/19/2018 9:00 AM EDT	n/a		
RFQ246836-IAP <small>Updated: 05/17/2018</small>	HAPPY OFFICE COMPANY   	05/17/2018 9:27 AM EDT	\$61,500.00	Awarded	05/22/2018	07/19/2019 9:00 AM EDT	n/a	Attest document.docx	

Quote fields:

- **Quote ID** – this is the unique identifier assigned to each vendor’s quote. Clicking Quote ID will forward you to the *Quote Details* page.
- **Vendor** – this is the company name that submitted the quote. Also displayed with the vendor name are the socio-economic codes associated recorded to the vendor.
- **Date Recvd** – the date/time the quote was received by eBuy.
- **Total Quote** – if the vendor entered a total quote price it will be displayed in this column. Please note, that in some instances the vendor may not have included a total quote price. It is advised to review each quote individually to understand how the quote was submitted.
- **Quote Status** – indicates the current status of the quote. Clicking the status will display the Quote Status Definitions.

Quote Status	Definition
Awarded	Quote evaluated and awarded by the buyer
Awarded (Partial)	Quote evaluated and partially awarded by the buyer
No Quote	Seller has elected not to quote on this RFQ
Not Awarded	Quote evaluated and not awarded by the buyer
Pending Response	Quote waiting to be evaluated by the buyer
Sources Sought	RFQ was designated to seek sources only
Cancelled	Quote was cancelled by the seller

- **Vendor Notified** – this date documents date/time that a vendors was notified whether they were ‘awarded’ or ‘no awarded’.
- **Quote Expiration** – this is the date, set by the vendor, of when the quote will expire. Once a quote has expired, the quote cannot be awarded or no awarded in eBuy.
- **PO** – if an award action has been initiated in eBuy, the link “Create a PO” will be provided as a means of sending a purchase order to the vendor for the products/services on the quote.
 - Creating a PO is an optional service, and we realize that most awards (especially for services) will require more dialogue with the vendor, or a more formal method of setting up payment.
 - eBuy will not allow the ability create a PO if a quote has a ‘Total Quote’ = \$0. The ‘Create a PO’ link will not appear.
- **Vendor Attachments** – if a vendor attaches any documents to their quote, this column will provide quick access to these documents.
- **Buyer Notes** – displays any notes you have recorded on the quote. This field is intended to provide an informal way of adding review notes on a quote. These notes *are not* displayed to the vendors.

Quote Details

The *Quote Details* page is accessed by clicking the 'Quote ID' on the *RFQ Details* page. *Quote Details* provides: information about the vendor, including contract details and point of contact; and the quote details submitted by the vendor for the RFQ.

The screenshot shows the eBuy 'Quote Details' page for RFQ ID: RFQ248169-TOF. The page is titled 'Quote Details' and includes a navigation bar with links for 'Return to RFQ detail', 'Previous Quote', and 'Next Quote'. The main content area is divided into several sections:

- Vendor Information:** Vendor: BEST OFFICE INC, DUNS: 614345509, Contract #: GS-99-9999X, Prompt Pay: 0 Days 0.0%, Contract End Date: 09/19/2020, FOB: Destination, ebuyrfq100566@gssa.govnowhere.com, Source Category: 75/75 200.
- Total Quote Price:** \$15,380.00. This quote is good until: 11/01/2019 10:00 AM EDT.
- Quote Updates:** Update 1: 10/22/2019.
- Vendor Comments & Attachments:** Vendor Comments: Added an additional line item. Vendor Attachments: No Attachments.
- Line Items:** A table with columns: Mfr. Part/Item #, Manufacturer, Product/Service Name, Qty, Unit, Unit Price, and Total Price. It lists two items: ABC123 (Paper, 120 units, \$9.00) and XYZ (copy Paper, 120 units, \$9.00). The total line items amount to \$1,080.00.
- Summary:** Total Dollar Amount in Attachments: \$14,300.00, FOB Transportation Cost: \$0.00, Total Quote: \$15,380.00.
- Actions:** Two buttons: 'Do Not Award - Notify Vendor' (red) and 'Award - Notify Vendor' (green).
- Explanatory Text:** Below the buttons, there is text explaining what happens when a user clicks 'Do Not Award' or 'Award'.

The following information can be provided by the vendor for each quote.

- **Your Quote is good until – (mandatory)** - this is the date that the vendor has decided to expire the quote. eBuy makes it mandatory for all quotes to be good for a minimum of 7 days after the RFQ Close Date.
- **Line items**
 - **Line items added by the Buyer** – (optional) - the vendor has the option of submitting a quote unit price for each line item entered by the Buyer on the RFQ.
 - **Line items added by the Seller** – (optional) vendors may add additional line items to a quote not entered by the buyer.
- **Prompt Payment** – (optional) – vendors have the ability to provide a prompt pay discount.
- **FOB - (mandatory)** – Free on Board, a transportation term that indicates if the price for the supplies/services includes delivery at the vendors' expense. There are three FOB options available to the vendors when they submit a quote:
 - **Destination** –the unit price includes delivery of the supplies to the shipping destination.
 - **Origin/Prepay** – price does not include delivery, the vendor pays and invoices the Buyer for freight charges.

- **Origin/GBL** (Government Bill of Lading) - price does not include delivery, the buyer is responsible for arranging the transportation.
- **Vendor Comments** – (optional) – this area provides vendors with an area to include any information not captured in any other field or documents that will help the Buyer review a quote.
- **Vendor Attachments** – (optional) – vendors may attach documents to help identify or describe the products or services included in their quote.
- **Total Dollar Amount in Attachments** – (optional) – if quote pricing is contained in any vendor attached documents or comments area, the vendor is asked to provide a total dollar amount.
- **FOB Transportation Cost** – (optional) – if FOB=Origin is selected by the vendor, the vendor is asked to include the transportation costs if known.
- **Total Quote** – the total quote is automatically computed by eBuy; Total Line Items + Total Dollar Amount in Attachments + FOB Transportation = Total Quote

Helpful information about quotes on eBuy:

- You may begin reviewing quotes as soon as they come in.
- Quotes cannot be awarded or no awarded until the RFQ has closed.
- Buyer Notes
 - You have the ability to add notes to each quote
 - Notes may be added to a quote at any time.
 - These notes are visible to only you and will also be displayed on the RFQ Details page.
 - Vendors will not be able to see these notes.
 - Important – once saved, these notes will become part of the official RFQ file.

Award and No Award actions

GSA asks that each quote submitted to eBuy is reviewed and a decision response is provided. There are two decision responses that are available in eBuy: “Award – Notify Vendor”, or “Do Not Award – Notify Vendor”.

<p>Do Not Award - Notify Vendor</p> <hr/> <p>What happens when I click "No Award"?</p> <p>By clicking on "Do Not Award - Notify Vendor" an email message will be sent to the vendor alerting them of your "No Award" decision.</p>	<p>Award - Notify Vendor</p> <hr/> <p>What happens when I click "Award"?</p> <p>Clicking "Award - Notify Vendor" generates an email to the vendor notifying them of the award, it does not obligate funds. Once awarded, you may generate a purchase order using the e-Buy system or via your own ordering system. If using e-Buy, you will see a new link Create PO next to the vendor's quote (at the My RFQs screen). Clicking on this link will start the PO generation process. Currently, payment is by credit card only.</p>
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Award – Notify Vendor

For quotes that you plan on awarding, selecting “Award – Notify Vendor” will generate an email notifying the vendor that they have been selected for award on your RFQ.

*** Important information about Awards in eBuy** - It is very important that you follow up an “Award – Notify Vendor” action by reaching out to the awarded vendor to finalize the award. eBuy does provides the ability to generate a purchase order using a government purchase card as payment, but we advise only using this feature when the RFQ is for products only. RFQs for services are much more complicated procurements that will need more dialogue between you and the awarded vendor.

Do Not Award – Notify Vendor

For quotes that you do not plan on awarding, please select “Do Not Award – Notify Vendor”. By selecting this action, eBuy will generate an email notifying the vendor that they *were not* selected for award on an RFQ.

Additional Notifications

When an “Award – Notify Vendor” action is selected, eBuy provides an easy way to notify any remaining vendors on the RFQ (with a Quote Status=Pending Response) that they were not selected for award. GSA asks Buyers respond to every quote submitted.

To send additional notifications, simply:

1. (optional) provide a message to the vendors about the award. This message will be included in the no award notification email sent to the vendors.
2. Select the vendors you want to inform that they were not selected for award.
3. eBuy will automatically send the email notifications and change these vendors Quote Status to “No Award”.

RFQ ID: RFQ248169 [Back](#) [Send No Award Notifications](#)

eBuy makes it easy to send a "No Award" Notification to some or all of the remaining vendors on the RFQ. You may include any information about the award in the space provided below – this information will be sent to the vendors in the notification.

Provide a brief message.

Select Vendors to Notify [+](#)

Instructions: Simply select the vendors you wish to notify and eBuy will send an email informing the vendors they were not selected for award.

Select All	Quote ID	Vendor
<input checked="" type="checkbox"/>	RFQ248169-XCV	NEW OFFICE SUPPLIES LLC
<input checked="" type="checkbox"/>	RFQ248169-XXS	ABC OFFICE
<input checked="" type="checkbox"/>	RFQ248169-POL	EVERYDAY OFFICE SUPPLIES
<input checked="" type="checkbox"/>	RFQ248169-RTF	STORES WITH PAPER